Monday, April 17, 2023

Committee of the Whole: 6:30 PM
Regular City Council Meeting: 7:00 PM

1. Call to Order/Roll Call
2. Pledge of Allegiance
3. Invocation
4. Approval of Agenda (Pgs. 1-2)
5. Approval of the Minutes from 4/3/2023 (Pgs. 3-10)
6. Communications from the Mayor
   a. Student of the Month – Derrick Dewilde (Pg. 11)
7. Council Members Questions of the Mayor
8. Citizens Comments (Limited to five (5) minutes per Citizen)
9. Communications from Department Heads, HR, City Clerk and the Borough Representative
10. Ongoing Projects Report
11. Unfinished Business
   a. Ordinance 23-05, An Ordinance of the City of North Pole Amending the Pay Scale for City of North Pole Police Department Employees (Pgs. 12-14)
b. Ordinance 23-06, An Ordinance of the City of North Pole Amending the 2023 Budget to Accept Grant Funds (Pgs. 15-16)

12. New Business
   a. Ordinance 23-07, An Ordinance of the City of North Pole Amending the User Fee Schedule and Title 15 (Pgs. 17-21)
   b. Resolution 23-06, A Resolution of the North Pole City Council Supporting Funding for an Interior Veterans Cemetery (Pgs. 22-23)
   c. NPPD Professional Development Changes (Pgs. 24-26)
   d. NPFD Acceptance of Grant Funds from the Firehouse Subs Safety Foundation (Pgs. 27-30)
   e. Acceptance of Street Sweeping Bid (Pg. 31)

13. Council Comments

14. Adjournment
Committee of the Whole – 6:30 P.M.
Regular City Council Meeting – 7:00 P.M.

A regular meeting of the North Pole City Council was held on Monday, April 3, 2023, in the North Pole City Hall Chambers.

CALL TO ORDER/ROLL CALL
Mayor Welch called the regular City Council meeting of Monday, April 3, 2023, to order at 7:00 p.m.

Present:
Mayor Welch
Jeffrey Jacobson – Mayor Pro Tem
DelJohn Cromer – Deputy Mayor Pro Tem
Anton Keller -Alt. Deputy Mayor Pro Tem
Chandra Clack
David Skipps
Aino Welch

Absent/Excused:

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG
Led by Melissa Dionne

INVOCATION
Given by Mr. Welch

APPROVAL OF AGENDA
Ms. Welch moved to approve the agenda of April 3, 2023

Seconded by Mr. Jacobson

Ms. Welch moved to amend the agenda of April 3, 2023, to consent the following items:

  New Business
  b. Ordinance 23-06, An Ordinance of the City of North Pole Amending the 2023 Budget to Accept Grant Funds

Seconded by Ms. Clack

On the Amendment
DISCUSSION
None
PASSED

April 3, 2023
NOT A VERBATIM TRANSCRIPT
Yes: 7 – A. Welch, Clack, Jacobson, Cromer, Keller, Skipps, Mayor Welch
No: 0
Absent: 0

On the Agenda as Amended
DISCUSSION
None
PASSED
Yes: 7 – A. Welch, Clack, Jacobson, Cromer, Keller, Skipps, Mayor Welch
No: 0
Absent: 0

APPROVAL OF MINUTES
Mr. Jacobson moved to approve the minutes from the 3/20/2023 meeting
Seconded by Ms. Welch

On the Minutes
DISCUSSION
None
PASSED
Yes: 7 – A. Welch, Clack, Jacobson, Cromer, Keller, Skipps, Mayor Welch
No: 0
Absent: 0

COMMUNICATIONS FROM THE MAYOR
• The Mayor passed out a flyer to the Council, it details the Joint Pacific Multinational Readiness Center as well as the Regaining Arctic Capability plans from the military. Last week he was with the local military forces as well as military from 11 other countries in an arctic exercise. He shared some details about his experience with them.
• On March 28 he was with Randy Hobbs and city attorney Zane Wilson to talk about the combined heat and power utility for the city. Mr. Wilson wants to model it after the IGU. They are considering going to Aurora Energy to contract with them to run the utility. They also met with GVEA on a nondisclosure agreement. There will be more about this later in the year. Mr. Wilson is working on a contract with Marathon Oil that will be voted on by the Council in the next few months.
• Hank Bartos will be coming to the Council at the next meeting asking for support for a Veterans cemetery here in the Interior out in Salcha.

COUNCIL MEMBER QUESTIONS OF THE MAYOR
• Mr. Jacobson asked for clarification on the location of the Veterans cemetery.
The Mayor said that he would leave the details for Mr. Bartos to share, but there have been a few pieces of land in the area identified and for one reason or another they had not worked out. Now the piece of land they are planning for is in Salcha.

April 3, 2023
NOT A VERBATIM TRANSCRIPT
Mr. Cromer asked about the combined heat and power and how that would run. The Mayor said that it is recommended that there is a board. But there is at least another’s years worth of work to be done before we get there.

Mr. Cromer asked the Mayor to explain how things get onto the agenda for the Council to consider and if there are things that don’t make it to the Council.

The Mayor explained that there is a staff meeting, with himself and the department heads, and each can bring forward things they would like on the agenda. We discuss them at that staff meeting and consider if they are ready for the Council or if they need more information before being presented. He said that if something does not make it to the Council it would be because it wasn’t ready yet.

Ms. Clack asked about the contract that Mr. Wilson is working on with Marathon Oil and when the Council would be seeing that.

The Mayor said that that contract is not ready yet but as soon as it is Mr. Wilson will come to the Council and explain it on the night that the Council will be voting on it.

CITIZENS COMMENTS – (Limited to Five (5) minutes per Citizen)

None

COMMUNICATIONS FROM DEPARTMENT HEADS, BOROUGH REPRESENTATIVE AND THE CITY CLERK

Police Department, Chief Dutra

- I attended my second confirmation hearing today in front of Senate Judiciary.
- Lt. Smith along with Homer PD Lieutenant had a parents education meeting at NPHS on Friday night.
- Stanton is working on fixing the sheetrock cracks in the meeting room.
- Rep. Prax called me to tell me there is likely no chance the policy project will get funded.
- I have been asked by APOA Statewide board to attend a state board meeting, all expense paid to Anchorage to present the range project to the board, the first of May.
- We are preparing for Police Memorial Day at the Trooper Gabe Rich and Trooper Scott Johnson Memorial Park on May 19th at 11:00. Lunch will follow at NPPD.
- Lt. Smith is in Anchorage for leadership training again. LEMI is a very valuable leadership course.

The Mayor asked about the job openings with the department and if Chief has had any movement.

- Chief Dutra said that they have someone in the early stages for the detective position, but nothing so far for the Chena Lakes position.

Mr. Jacobson asked about the ‘policy project’ that he mentioned.

- Chief said that it is an Alaska Association of Police project. It is an effort to have a statewide police policy manual in every city and village in the state of Alaska. It is a manual that gets updated often depending on the area. This project is expensive and takes a lot of effort. It is going to take approximately $550,000 to seed this program. He said that he would be happy to give the Council more information on this topic.
- Chief Dutra relayed some info to the Council about the accreditation process that his department is working towards and will be going through soon.

Ms. Welch asked about the Council getting an abbreviated ALICE training course.
• Chief Dutra said that he would be happy to give one to the Council.

**Fire Department, Chief Heineken**

• The trip to the factory and the inspection of the new fire engine went well. The truck should be done the first week in May and he will be returning to do a final inspection before it starts to make its way to us. They do have contractors that will be driving it across the states to put it on a barge in Washington to head here.

• He has gotten a lot of feedback on the engine that will be given away by the department/city. He feels like there will be a good bunch of organizations to choose from.

Ms. Welch volunteered to be on the engine donation committee.

• Chief Heineken said that they should start working on putting that committee together in May to meeting in June/July to make that decision.

**Finance, Michelle Peede**

• Ms. Fogarty shared that she sent out financials on Friday and reminded everyone if they have any questions to feel free to ask her.

• They are gearing up and starting work on the audit. They had a few calls last week with their advisors. They are trying to get in touch with Alliance, but they have not responded yet and there is no letter of engagement with them yet either.

• They have a few more weeks to wrap up the 2022 books, after they are submitted, they can no longer go back and change anything.

The Mayor asked if things were working out with Altman and Rodgers.

• Ms. Fogarty said yes, they have had a lot of good conversations with them, and they have been very helpful.

Ms. Welch asked if not having the committal letter from Alliance has changed anything?

• Ms. Fogarty replied no that nothings has changed. They are still actively working on the audit, they know from past experience what they need to do.

**Director of City Services, Danny Wallace**

**Special Topics**

• **Moose Creek**
  - We continue to work on Moose Creek requirements; this week, they began installing new antennas on water systems to address communications problems. Respec is doing the work for those
  - We’re also working on validating our reporting procedures with the Corps of Engineers. We’re doing this in anticipation of continued payments to both HC and Respec
  - Ground work to address outstanding grading and hydroseeding issues will resume in May/June
  - The project end date is currently June 30th, although there might be administrative (AF-level review) issues that require an extension.

• Summer Hires
We advertised all three positions today via contact and social media. We are not planning to pay for advertising. Closing date for these is April 19th and we anticipate a decision prior to 1 May.

NW Manager’s Conference
- Email sent (refer to that). I was fortunate to participate in the NW Manager’s Conference (sponsored by the Alaska Municipal Management Association) held here in Fairbanks this week. This organization provided a venue for communities to discuss municipal challenges in the Arctic and Pacific Northwest. The Alaska Municipal League helped host the conference, along with Jim Williams, FNSB Chief of Staff (de facto City Manager for FNSB). The conference also included attendees from Oregon, Washington, and the International City/County Manager’s Association (ICMA), which provided a broad spectrum of experience and useful discussion.

Building Department
- We continue to work with the Wescott Pool project manager on building permit requirements. Today they returned the assessment worksheet and we’re determining the permit requirements and costs.

Public Works Department
- We received only one bid for the Street Sweeping project, but we feel it will be sufficient. I’ll present that information at the next Council Meeting.
- We’re beginning work on the summer projects list. We have an internal meeting to review those on April 12th.
- We continue to push snow away from the roads throughout City in anticipation of future snow falls. Things continue to go well and the weather continues to cooperate.

Utility Department
- Utilities operations continue to go well and they are seeing typical events for this time of the year.
- Ms. Welch asked about the water meters and who pays for that.
- Ms. Glab is out on maternity leave.

Human Resources, Ellen Glab
- Ms. Glab is out on maternity leave.

Borough Representative
Borough meeting 3/23/2023
- Mr. Jacobson attended this meeting.
- He thanked the borough assembly for the improvements on the Wescott pool.
• He also encouraged them to continue funding the grants to help people convert to natural gas to help with the air quality in the area.

• He shared that the NP council had passed the resolution not supporting the Mahn Cho Mine project.

• There were some assembly members who had expressed concern with the PFOS groundwater contamination in the NP area. Mr. Jacobson was able to give them some info on the direction that the PFOS travels.

• Most of the talks in the meeting were centered around the Mahn Cho min project. He said that they did finally pass something but that the outcome was very disheartening, and he felt that there was a lack of leadership.

• Mr. Jacobson also gave a rundown of the city’s presentation at the NPCCC luncheon. Each of the department heads talked about their departments and he shared information about the Council and talked about some of the long-term challenges the city is facing along with the housing needs of the area. During this lunch he did get a question about why the city contracts out the snow removal instead of doing it ourselves. Mr. Jacobson explained to her that the idea of having all of that snow removal equipment plus operators to drive the equipment is a very expensive one and is something that the city cannot afford to do at this time.

City Clerk’s Office, Melissa Dionne

• Ms. Dionne gave an update on the new city website; it is done and in the final quality assurance portion of the process. This portion should take no more than a week or two, at the end of that we will have the links to the new site and set up training on how to use it. She said that she would keep everyone updated.

• She let the Council know that she left a copy of the new bullying and harassment policy at their seat and asked them to please sign the acknowledgment and get it back to her. She also reminded the department heads that she needed them back as soon as possible.

The Mayor asked when the clerks training is this year.

• Ms. Dionne let him know that it was the 2nd week in June and that she would not be missing any meetings, only the staff meeting prior. She also said that she is looking into a PIO certificate program and would get the Council that info.

ON GOING PROJECTS

• Ms. Welch and Ms. Clack attended the grand opening of Timber Creek, a new retirement home in Fairbanks this last weekend. Ms. Welch said that it was a very well-thought-out community, with many amenities. Ms. Clack agreed she said that the facility was very nice, the staff was very friendly, and the amenities were lovely.

• The Mayor shared that on May 22 through the 25th is the Governors Sustainable Energy conference in Anchorage. More info can be found at alaskasustainableenergy.com.

NEW BUSINESS

• Ordinance 23-05, An Ordinance of the City of North Pole Amending the Pay Scale for City of North Pole Police Department Employees
Mr. Jacobson moved to approve the Ordinance

Seconded by Ms. Clack

On the Ordinance
DISCUSSION
None
PASSED
Yes: 7 – A. Welch, Clack, Jacobson, Cromer, Keller, Skipps, Mayor Welch
No: 0
Absent:

* Council Member Skipps asked to be added as a sponsor of this ordinance.

COUNCIL COMMENTS
- Ms. Welch said that she has been enjoying some of the things going on in the community. She said that she recently had a conversation with someone from the University who does a lot of stuff with climate change. She shared some details about the combined heat and power plant and she said that he was pretty excited about that. He invited the Council to come up to the University to check out some of the projects that they are working on.
- Mr. Skipps thanked the police department and Chief Dutra for their professionalism. His son was recently pulled over by Officer Blum and what could have been a bad situation was handled very nicely and professionally by the officer. He asked Chief Dutra to extend that thank you to Officer Blum.
- Ms. Clack thanked everyone for their hard work toward the police pay increase and the seriousness of the city’s needs for employees.
- Mr. Keller recently attended the parental education talking point that a Lieutenant from Homer gave. He said that he is excited that Lt. Smith will also be offering this training. He said that one statistic that came from this training that he would like to share was that 1/3 of high school girls have had thoughts/ideations of committing suicide. He said that it really hit home with him because he has 4 girls. He said his thought was holy crap what can I do to keep my girls safe? He said it comes to parenting. Having a relationship with your kids in your home so that they know they can come and talk to you and to not be scared. He said that he and his wife need to work on their reactions, that the reason kids don’t want to talk to their parents is because of the parents’ reaction to what they share, so their kids can feel better about talking to them. He said that he has a lot of contact with youth and adolescents and even people into their 20’s who have those struggles with their self-doubt and their self-worth and that it is almost a pandemic, this thinking. He said that we need to shed light on this, that we need to open our minds and be an asset. On the phone 988 is the hotline that people can call to talk to someone, and the Fairbanks area has an emergency response mental health task force that locals can call. He said that there were not a lot of people in attendance at this talk, but the ones that were there had a great response to it. He said that knowledge is power, especially when we apply it and he said that this is something that he is taking back to his home and to his community because this number is just to high. He said that he is grateful for the warming weather and cannot wait to smell the BBQ. He asked everyone to continue to be safe on the
roads, they are slick with all the warming and freezing.

- Mr. Cromer thanked the Council for passing the new bullying and harassment policy last time we met. And asked the city employees to please come forward if they are feeling harassed or bullied. To please go to HR, no matter how big or small it is. It is important to the city to have that safe environment to work in.

- Mr. Jacobson reminded the Council to sign the acknowledgement of that policy and to return it to the Clerk. He said that it is important to lead by example and get that signed. He said that there are some exciting things happening in the community. The Polaris building in Fairbanks that has been abandoned for years will be torn down starting the second week in April. The initial tear down of the annex will be completed in mid-May. They will use that empty lot this summer as a location for outdoor events, food truck rallies or pop-up businesses. The rest of the building will come down in September. He shared some funny April Fools Day jokes that were going around about things in Fairbanks, like adding the debris from the Polaris building to the Chena river to make rapids in the water. He let everyone know that he has calendar packets for the Council that include the school calendar along a few other ones for their reference. Mr. Jacobson also gave a welcome to Mr. Keller’s daughter who was in attendance tonight.

- The Mayor talked about the 11th airborne, and shared some things that he had learned about them. He said that they have a really rich history, while the flag was being raised over Hirojimi, the 11th airborne was bringing prisoners of war, like General Wainwright, back to the states. He got to listen the 4 star general of PACAF had to say about the to the 3 things that Chinese have right now that we could do something about one of them. He said that they have interior lines, that to the North, South, East and West of them they have allies. He said in that regard we could do something about that, new countries are being brought into NATO, he said that we have people in the Pacific and here in the Arctic giving us the Interior line. But 2 things we don’t have is that the Chinese have 400 million people in their upper middle class, that is more people than we have in the US the other is weaponry, including everything from aircraft to bullets. His big take away was that the US has to do better with less people, and we have to have better equipment because we just don’t have as much. He said that the military here is growing and expanding, EAFB and Wainwright are both growing. As we grow we need to keep our eyes open on how we grow and how we do it best.

ADJOURNMENT
Ms. Clack moved to adjourn
Seconded by Ms. Clack

The regular meeting of Monday, April 3, 2023, adjourned at 8:56 p.m.

These minutes passed and approved by a duly constituted quorum of the North Pole City Council on Monday, April 3, 2023.

ATTEST:

Melissa Dionne, City Clerk
Office of the Mayor  
City of North Pole

Proclamation

WHEREAS, Derrick Dewilde is a senior at North Pole High School and is the son of Antoinette Roberts.

WHEREAS, Derrick has been actively involved in wrestling, track & field, poetry slam and the school newspaper.

WHEREAS, Derrick has spent his free time fund raising for the track & field team and has been awarded for his efforts in poetry slam and wrestling.

WHEREAS, the City of North Pole desires to recognize the outstanding students in the community.

NOW, THEREFORE, I, Michael W. Welch, Mayor of the City of North Pole, do hereby proclaim Derrick Dewilde the:

North Pole City Council  
High School Student of the Month  
For April 2023.

ATTEST:

[Signature]
Mayor, City of North Pole, Alaska

[Signature]
Melissa Dionne  
City Clerk
CITY OF NORTH POLE
ORDINANCE 2023-05

AN ORDINANCE OF THE CITY OF NORTH POLE AMENDING THE PAY
SCALE FOR CITY OF NORTH POLE POLICE DEPARTMENT EMPLOYEES

WHEREAS, changes to the North Pole Municipal Code are a continually
changing requirement; and

WHEREAS, the City of North Pole continues to address pay inequities in order
to increase the police department's ability to attract new hires with a progressive
pay and benefits package that is consistent with other agencies in the state; and

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of North Pole:

Section 1. This ordinance is of a general and permanent nature and shall be
codified.

Section 2. Title 2 Chapter 36 section 470 Pay are hereby amended in the North
Pole Code of Ordinances as follows: [new text in red, deleted text in strikethrough
red] see attached

Section 3. Effective Date. This ordinance shall become effective the next full pay
period after signing.

ADOPTED THE ____ DAY OF April 2023.

Michael W. Welch
Mayor

ATTEST:

Melissa Dionne
City Clerk
<p>| Position       | 1          | 2          | 3          | 4          | 5          | 6          | 7          | 8          | 9          | 10         | 11         | 12         | 13         | 14         | 15         | 16         | 17         | 18         | 19         | 20         |
|---------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Chief         | 30.53      | 40.72      | 41.94      | 43.20      | 44.49      | 45.83      | 47.20      | 48.62      | 50.08      | 51.56      | 53.14      | 54.74      | 56.40      | 57.24      | 58.10      | 59.07      | 59.98      | 60.91      | 61.83      |
| Monthly       | 6882       | 7057       | 7269       | 7487       | 7712       | 7943       | 8181       | 8427       | 8680       | 8940       | 9210       | 9499       | 9797       | 10022      | 10273      | 10545      | 10833      | 11138      | 11461      |
| Yearly        | 82522      | 84689      | 87230      | 89847      | 92568      | 95376      | 98376      | 101575     | 104983     | 108521     | 112219     | 115985     | 119847     | 123818     | 127908     | 132121     | 136528     | 141116     | 145920     |
| Lieutenant    | 36.01      | 46.01      | 47.02      | 48.04      | 49.06      | 50.10      | 51.15      | 52.20      | 53.26      | 54.33      | 55.41      | 56.50      | 57.61      | 58.73      | 59.87      | 60.43      | 62.04      | 63.66      | 65.29      |
| Sergeant      | 33.00      | 34.00      | 35.00      | 36.00      | 37.04      | 38.16      | 39.29      | 40.42      | 41.56      | 42.72      | 43.88      | 45.04      | 46.21      | 47.38      | 48.55      | 49.72      | 50.91      | 52.11      | 53.32      |
| Detective     | 33.00      | 34.00      | 35.00      | 36.00      | 37.04      | 38.16      | 39.29      | 40.42      | 41.56      | 42.72      | 43.88      | 45.04      | 46.21      | 47.38      | 48.55      | 49.72      | 50.91      | 52.11      | 53.32      |
| Corporal      | 33.00      | 34.00      | 35.00      | 36.00      | 37.04      | 38.16      | 39.29      | 40.42      | 41.56      | 42.72      | 43.88      | 45.04      | 46.21      | 47.38      | 48.55      | 49.72      | 50.91      | 52.11      | 53.32      |
| Recruit Officer | 26.00  | 27.00      | 28.00      | 29.00      | 30.00      | 30.99      | 31.99      | 32.99      | 33.99      | 34.99      | 35.99      | 36.99      | 37.99      | 38.99      | 39.99      | 40.99      | 41.99      | 42.99      | 43.99      |
| Evidence Custodian | 24.00 | 24.00      | 24.00      | 24.00      | 24.00      | 24.00      | 24.00      | 24.00      | 24.00      | 24.00      | 24.00      | 24.00      | 24.00      | 24.00      | 24.00      | 24.00      | 24.00      | 24.00      | 24.00      |
| Executive Assistant | 27.00 | 27.00      | 27.00      | 27.00      | 27.00      | 27.00      | 27.00      | 27.00      | 27.00      | 27.00      | 27.00      | 27.00      | 27.00      | 27.00      | 27.00      | 27.00      | 27.00      | 27.00      | 27.00      |
| Administrative Assistant | 19.00 | 19.00      | 19.00      | 19.00      | 19.00      | 19.00      | 19.00      | 19.00      | 19.00      | 19.00      | 19.00      | 19.00      | 19.00      | 19.00      | 19.00      | 19.00      | 19.00      | 19.00      | 19.00      |</p>
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ORDINANCE 23-06

AN ORDINANCE OF THE CITY OF NORTH POLE AMENDING THE 2023 BUDGET TO ACCEPT GRANT FUNDS

WHEREAS, changes to practices and policies is a continually changing requirement; and

WHEREAS, the City of North Pole budget should be amended to conform to the requirements of the City; and

WHEREAS, adjustment in the budget are necessary to remain compliant with Council approved authorizations and budget management rules, and

WHEREAS, fiscal notes are the method prescribed by the code to amend a budget; and

WHEREAS, fiscal notes have been reviewed by the Accountant and Mayor for accuracy and will be recorded as amendments to the budget upon approval.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of North Pole that it approves changes as listed in the attached fiscal note accepting grant funds from The State of Alaska, Division of Forestry for $6000 and the State of Alaska Department of Environmental Conservation for the North Pole stormwater drainage study for $46,905. The NRA pass through grant was unexpended in 2022, the fiscal note will budget to expend the funds in 2023.

Section 1. This ordinance is of a general nature and shall not be codified.

Section 2. Effective date.
This ordinance shall become effective immediately upon passage.

ADOPTED THE ___ DAY OF APRIL 2023.

Mayor: Michael W. Welch

ATTEST:

Melissa Dionne, North Pole City Clerk

PASSED/FAILED
Yes:
No:
Absent:
City of North Pole, Alaska  
Fiscal Note Year: 2023  
Ordinance: 23-06

Originator/Sponsor: Chief Dutra and Chief Heineken

Date: March 29, 2023

Does the Ordinance or Resolution have a fiscal impact?  Yes  

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<td>SHSP 2022 Rev</td>
<td>32-39-9030</td>
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<td>5,000</td>
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<td>FD Grant Fund</td>
<td>Volunteer Fire Grant Exp</td>
<td>31-09-9-9000</td>
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<td>FD Grant Fund</td>
<td>Volunteer Fire Grant Rev</td>
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<td>PW Grant Fund</td>
<td>ADEC Admin/Indirect Cost</td>
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<td>ADEC Stormwater Drainage Study</td>
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<td>PW Grant Fund</td>
<td>ADEC Grant Revenue</td>
<td>33-38-3001</td>
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<td>46,905</td>
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Prepared By: Tricia Fogarty  
Date: March 29, 2023

Finance Approval: Tricia Fogarty  
Date: March 29, 2023
The City of North Pole recommended a fee schedule for IGU Gas installs and conversions within City Limits.

When a customer or business converts to natural gas, we (CNP) take the project’s cost (usually provided by the contractor or customer) and cross-reference the charge with our Building Permit Fees as outlined in the 1997 Uniform Administrative code book. We give the cost of the permit fee to the customer. In addition, we provide the customer with a “Certificate of Compliance” form that is filled out once the job is complete. This Certificate of Compliance is a form the customer or installer signs off on to ensure the job was completed to standard. When that is turned in, the City issues a Certificate of Completion.

The theory of this process was set in motion by the former Director of City Services to keep permitting costs low by not having to assign the inspection to a contracted engineer, which could increase costs significantly. In addition, the two current engineers the city contracts with are not versed in such inspections.

With a new season approaching, some information has been gathered to provide a more structured and straightforward way to charge customers who want to convert to natural gas.

Recommended fees are as follows:

- For Buildings - $250 per installation (business or home)
- For Main Lines - $585 plus $0.35 per linear foot (similar to what Matsu Valley charges)

In addition, having a contractor or a self-installed conversion fill out the Certificate of Compliance is one-sided, as we (CNP) do not currently inspect the work. The City proposes that final inspections be conducted by our Public Works Supervisor, Cody Lougee
ORDINANCE NO. 2023-07

AN ORDINANCE OF THE CITY OF NORTH POLE AMENDING THE USER FEE SCHEDULE AND TITLE 15

WHEREAS, changes to the North Pole Municipal Code are a continually changing requirement; and

WHEREAS, the City of North Pole wishes to amend the Municipal Code to confirm to the requirements of the City; and

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of North Pole:

Section 1. This ordinance is of a general and permanent nature and shall be codified.

Section 2. Title 4 Chapter 4 section 10.020 User Fee Schedule and Title 15 Chapter 82, Fuel Gas Code is hereby amended in the North Pole Code of Ordinances as follows: [new text in red, deleted text in strikethrough].

4.10.020 USERFEE SCHEDULE.

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Ambulance Fee</td>
<td>$1,100.00</td>
</tr>
<tr>
<td>Ambulance/Patient Transport Mileage (loaded miles)</td>
<td>$15.00 per mile</td>
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<tr>
<td>Fire/Ambulance Run Reports</td>
<td>$25.00</td>
</tr>
<tr>
<td>Building Permit Fees</td>
<td>Based on building evaluation and 1997 Uniform Administrative Code</td>
</tr>
<tr>
<td>City Annual Business License</td>
<td>$75.00</td>
</tr>
<tr>
<td>Copies of Public Records</td>
<td>$1.00 first pg; $0.25 thereafter</td>
</tr>
<tr>
<td>Declaration of Candidacy Filing Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>Service Description</td>
<td>Fee</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>Event/Parade Permit</td>
<td>$50.00</td>
</tr>
<tr>
<td>Faxes Send/Receive Local Calling Area (per page)</td>
<td>$1.00</td>
</tr>
<tr>
<td>Faxes Send Long Distance in U.S. Only (per page)</td>
<td>$2.00</td>
</tr>
<tr>
<td>Fingerprinting per Card</td>
<td>$40.00</td>
</tr>
<tr>
<td>Fireworks Annual Permit to Retail Vendor of Class &quot;C&quot;</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Fireworks</td>
<td>$10.00</td>
</tr>
<tr>
<td>Hydrant Meter Charge</td>
<td>$50.00/mo. (min)</td>
</tr>
<tr>
<td>Hydrant Meter Deposit – to be refunded upon return in good condition</td>
<td>$500.00</td>
</tr>
<tr>
<td>Hydrant Meter Water Usage Rate</td>
<td>$0.035/gallon</td>
</tr>
<tr>
<td>Impound Fee</td>
<td>$500.00</td>
</tr>
<tr>
<td>Natural Gas Installation for buildings</td>
<td>$250 per installation (business or home)</td>
</tr>
<tr>
<td>for main line</td>
<td>$585 plus $.35 per linear foot</td>
</tr>
<tr>
<td>North Pole stuffed bears</td>
<td>$10.00</td>
</tr>
<tr>
<td>North Pole flag 12 x 18</td>
<td>$30.00</td>
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<tr>
<td>North Pole pins</td>
<td>$2.00 or 3/$5.00</td>
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<tr>
<td>Notary Services per Document</td>
<td>$10.00</td>
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<tr>
<td>Plan Specifications Copies @ cost + 10% Admin. fee</td>
<td>See Department Head</td>
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<tr>
<td>Police Reports</td>
<td>$25.00</td>
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<tr>
<td>Photo Copy Fee (per page)</td>
<td>$0.25</td>
</tr>
<tr>
<td>Residential and commercial properties water and sewer fees shall be the following (per NPMC 13.08.090(B)):</td>
<td></td>
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<tr>
<td>Water tie-in fee – 3/4 inches to 2 inches</td>
<td>$250.00</td>
</tr>
<tr>
<td>Sewer tie-in fee – 3/4 inches to 2 inches</td>
<td>$250.00</td>
</tr>
<tr>
<td>Service Description</td>
<td>Fee</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Water tie-in fee – Greater than 2 inches up to 4 inches</td>
<td>$300.00</td>
</tr>
<tr>
<td>Sewer tie-in fee – Greater than 2 inches up to 4 inches</td>
<td>$300.00</td>
</tr>
<tr>
<td>Water – Greater than 4 inches</td>
<td>$350.00</td>
</tr>
<tr>
<td>Sewer – Greater than 4 inches</td>
<td>$350.00</td>
</tr>
<tr>
<td>Residential Water Meter Replacement</td>
<td>At replacement cost</td>
</tr>
<tr>
<td>Commercial Water Meter Replacement</td>
<td>At replacement cost</td>
</tr>
<tr>
<td>False/Nuisance Alarms (Police and Fire)</td>
<td>$250.00</td>
</tr>
<tr>
<td>For each alarm over 5 per calendar year</td>
<td></td>
</tr>
</tbody>
</table>

Chapter 15.82 FUEL GAS CODE.

Sections:
15.82.010 Adoption.
15.82.020 Modifications.
15.82.030 Appeals.
15.82.040 Local amendments to the International Fuel Gas Code, 2018 Edition.
15.82.050 Review/Inspect Installations

15.82.050 Review/Inspect Installations
The City of North Pole may require gas lines, fixtures, and appliance installations within City limits to be inspected by a City representative to ensure the lines, fixtures, or equipment comply with the International Fuel Gas Code. All installations must be in good repair and in proper service.

Section 3. **Effective Date.** This ordinance shall become effective upon signing.

ADOPTED THE ___ DAY OF May 2023.

Mayor Michael W Welch
ATTEST:

Melissa Dionne, City Clerk

PASSED/FAILED
Yes:
No:
Absent:
CITY OF NORTH POLE
RESOLUTION 2023 - 06

A RESOLUTION OF THE NORTH POLE CITY COUNCIL SUPPORTING
FUNDING FOR AN INTERIOR VETERAN’S CEMETARY

WHEREAS, in 1978 the Department of Veterans Affairs (VA) established the
Veterans Cemetery Grants Program through the National cemetery
Administration (NCA) to assist states, territories, and federally recognized tribal
governments in providing gravesites for Veterans in those areas where VA’s
national cemeteries cannot fully satisfy their burial needs: and

WHEREAS, the VA may provide up to 100 percent of development costs of
approved projects, but does not fund acquisition of land. Cemeteries
established under the grant program must conform to VA site selection,
planning, and construction standards; if VA grant funds are used, cemeteries
must also be maintained and operated according to NCA standards; and

WHEREAS, in 2009 the Alaska State Legislature authorized the establishment
of an Interior Alaska Veterans Cemetery (IAVC); then-Governor Palin signed the
enabling legislation; and

WHEREAS, in 2011 the legislature authorized receipt of $6 million in federal
funds for cemetery construction; and

WHEREAS, in 2012 the State of Alaska received a federal grant to establish the
cemetery. The land held by the state was not suitable for construction an the
funds were deferred to another NCA Project; and

WHEREAS, the state from 2012 through 2021 reviewed many parcels of land
which non met the NCA standards for developing a State Veterans Cemetery;
and

WHEREAS, in 2022 the State of Alaska purchased suitable land in Salcha
which meets and exceeds the NCA standards for a State of Veterans Cemetery;
and

WHEREAS, in 2020 there were over 71,454 Veterans living in the State of
Alaska and NCA has awarded grant totaling $992 million to establish, expand,
 improve, operate and maintain Veteran Cemeteries in 40 states and territories
including tribal trust lands since its creation.

NOW, THEREFORE, BE IT RESOLVED we respectfully request that federal
funding be released in the amount of $16 million to complete an Interior
Veteran Cemetery so our veterans can be honored for their ultimate sacrifice.
BE IT FURTHER RESOLVED that the Council directs the Clerk to distribute a
copy of this resolution to the Honorable Governor Mike Dunleavy, Alaska

Section 1. Effective date.
This resolution shall become effective immediately upon City Council approval.

PASSED by a duly constituted quorum of the North Pole City Council this ___
day of ___ 2023.

Michael W. Welch, Mayor

ATTEST:

Melissa Dionne
City Clerk

PASSED/FAILED
Yes:
No:
Absent:
April 4, 2023

To: North Pole City Council

Re: Professional Development Changes

Honorable North Pole Council members:

In an attempt to overhaul our entire hiring process, we have had many meetings and sought input from the department members and are now seeking a small change to the professional development for the police officers.

We have moved some requirements around so that they can be achieved at an earlier time frame. This will help our recruitment abilities by enhancing our professional developments in the early stages of the hiring process. Step one and two are very hard and take an enormous amount of education and achievement for an officer to reach. These milestones are worthy of acknowledgement and are now the starting point for a great career.

The final two professional developments are a little more difficult to achieve than before but will benefit the city in many ways. I believe these small changes will help us retain officers who have achieved these significant milestones and encourage them to remain in our department.

Thank you for your support.

Chief Steve Dutra
Criteria for Professional Development

All new police officers will enter their employment with the North Pole Police Department as a Recruit Police Officer. The following are the minimum criteria that must be met to advance in the Professional Development ranks: Lateral hires may be brought in according to the same criteria. Variations will be determined by the Chief of Police. PO III Instructor certification must be maintained in order to keep PO III status.

Police Officer I

- Completion of FTO and;
- Reid Interview and Interrogation or similar course and;
- 4 hours of Single Officer Active Killer response training and;
- De-escalation training and;
- Have no disciplinary action (written reprimand or higher) in the previous 12 months.

Police Officer II

- Successfully complete the 12 months probationary period with the North Pole Police Department.
- Have at least a Basic Alaska Police Standards Council Basic Police Certificate and;
- Methods of Instruction or MOI and;
- Have no disciplinary action (written reprimand or higher) in the previous 12 months.

Police Officer III

- Must have received an Alaska Police Standards Council Intermediate Police Certification and;
- Current Instructor Certification or 300 hours of department approved training beyond PO I and II requirements and;
- Have no disciplinary action (written reprimand or higher) in the previous 24 months.

Police Officer IV

- Must have received an Alaska Police Standards Council Advanced Police Certificate and;
- 40 hour Leadership course and;
- Have no disciplinary action (written reprimand or higher) in the previous 24 months.

Presented with the Professional Development step changes and Adopted 1/17/23
Criteria for Professional Development

All new police officers will begin their employment with the North Pole Police Department as a Recruit Police Officer. The following categories reflect the minimum criteria that must be met to advance in the professional development ranks: Lateral hires may be brought in according to the same criteria. Any deviations from these standards will be determined on a case-by-case basis by the Chief of Police in consultation with the Mayor.

Police Officer I

- Completion of FTO and;
- Complete a basic Interview and Interrogation course and;
- Complete 4 hours of Single Officer Active Killer response training and;
- Complete a basic de-escalation course and;
- Receive no disciplinary action (written reprimand or higher) during this period.

Police Officer II

- Successfully complete a 12-month probationary period with the North Pole Police Department and;
- Possess an Alaska Police Standards Council Basic Police Certificate and;
- Receive no disciplinary action (written reprimand or higher) in the previous 12 months.

Police Officer III

- Possess an Alaska Police Standards Council Intermediate Police Certificate and;
- Complete an advanced interview and interrogation course. (Reid / Kaminsky or similar)
- Complete a Methods of Instruction or MOI course and;
- Complete a Field Training Officer course and;
- Receive no disciplinary action (written reprimand or higher) in the previous 24 months.

Police Officer IV

- Possess an Alaska Police Standards Council Advanced Police Certificate and;
- Complete a 40-hour leadership course and;
- Receive and maintain current Instructor Certification in an approved Law Enforcement discipline or complete 400 hours of approved training beyond the requirements of PO 1-3.
- Receive no disciplinary action (written reprimand or higher) in the previous 24 months.
Memo

To: North Pole City Council
From: Chad Heineken, Fire Chief
Date: 4/11/2023
Re: Request to accept Grant Funds

North Pole Fire Department requests approval from the City Council to accept $30,876.05 in grant funds from the Firehouse Subs Public Safety Foundation.

The Fire Department has received notification of a $30,876.05 grant award to be used for the purchase of new firefighting nozzles, valves, hydrant tools and hydrant bags. The Firehouse Subs Public Safety Foundation Grant is made possible through local donations to first responders by patron donations at our local Firehouse Sub restaurant in Fairbanks. The attached quote for the requested equipment show a total cost of $33,276.05 The fire departments equipment outlay budget will provide the additional $2400.00 to make the complete purchase.
Quotation

CUSTOMER:
North Pole City Fire Department
125 Snowman Lane
North Pole AK 99705

SHIP TO:
North Pole City Fire Department
110 Lewis Street
North Pole AK 99705

MARK FOR:
Attn: Chief Chad Heineken

QUOTATION NO. 233510
ISSUED DATE 11/16/2022
EXPIRATION DATE 05/31/2023

SALESPERSON Robert Briggs rbriggs@lncurtis.com 907-483-0117
CUSTOMER SERVICE REP Michael Duncan mduncan@lncurtis.com 206-696-7804

REQUISITION NO. REQUESTING PARTY CUSTOMER NO. TERMS OFFER CLASS
Chief Chad Heineken C30724 Net 30 FR

F.O.B. SHIP VIA DELIVERY REQ. BY
SP Standard Shipping

SPECIAL INSTRUCTIONS
Shipping is an estimate only, actual charges may vary.

NOTES & DISCLAIMERS
Thank you for this opportunity to quote. We are pleased to offer requested items below. If you have any questions, need additional information, or would like to place an order, please contact your Customer Service Rep as noted above.

Safety Warning Notice: Products offered, sold, or invoiced herewith may have an applicable Safety Data Sheet (SDS) as prepared by the manufacturer of the product. Any handlers or users of product should refer to applicable SDS prior to handling or utilizing the product. Applicable SDS are included with shipment of products. For other important product notices and warnings, or to request an SDS, please contact Curtis or visit https://www.lncurtis.com/product-notices-warnings

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<th>QTY</th>
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<th>PART NUMBER</th>
<th>DESCRIPTION</th>
<th>PL</th>
<th>UNIT PRICE</th>
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Page 1 of 3
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<th>DESCRIPTION</th>
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<td>$5,324.00</td>
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<td></td>
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<td></td>
<td>STORZ</td>
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<tr>
<td>4</td>
<td>4</td>
<td>EA</td>
<td>K08-P18 KOCHEK</td>
<td>Black Powder Coat Adjustable Storz Hydrant Wrench</td>
<td>OM</td>
<td>$63.00</td>
<td>$252.00</td>
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<td>5</td>
<td>4</td>
<td>EA</td>
<td>K07-P18 KOCHEK</td>
<td>Black Powder Coat Adjustable Hydrant Wrench Single Head Spanner</td>
<td>OM</td>
<td>$54.25</td>
<td>$217.00</td>
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<td>6</td>
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<td>EA</td>
<td>K01-P09 KOCHEK</td>
<td>Silvadillo Powder Coat Universal Single Spanner Wrench</td>
<td>OM</td>
<td>$26.25</td>
<td>$210.00</td>
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<td>7</td>
<td>8</td>
<td>EA</td>
<td>KS3-P09 KOCHEK</td>
<td>Silvadillo Powder Coat 4&quot; &amp; 5&quot; Storz X Universal Spanner Wrench</td>
<td>OM</td>
<td>$24.50</td>
<td>$196.00</td>
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<td>4</td>
<td>EA</td>
<td>442RD RBFAB</td>
<td>Red Hydrant Bag</td>
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<td>$125.70</td>
<td>$502.80</td>
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<td>9</td>
<td>17</td>
<td>EA</td>
<td>F140FP TFT</td>
<td>1.5NHF X 1.5NHM Ball Valve Shutoff with Grip</td>
<td>OM</td>
<td>$389.25</td>
<td>$6,817.25</td>
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<td>10</td>
<td>8</td>
<td>EA</td>
<td>WF1TF-173 TFT</td>
<td>1.5NH 150GPM @75PSI Working Fire Tip Only with Fixed Rubber Teeth</td>
<td>OM</td>
<td>$696.00</td>
<td>$5,568.00</td>
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</table>
**Description:**

As Below:

PN# WF1TF-226
1.5NH 160GPM @50PSI Working Fire
Tip Only with Fixed Rubber Teeth

---

**Small Business**

CAGE Code: 5E720
SIC Code: 5099
Federal Tax ID: 94-1214350
UEI #DDLSDSW7U7

This pricing remains firm until 05/31/2023. Contact us for updated pricing after this date.

Due to market volatility and supply shortages, we recommend contacting your local L.N. Curtis and gons office prior to placing your order to confirm pricing and availability. This excludes our GSA Contract and other Fixed Price Contracts which are governed by contract-specific prices, terms, and conditions.

**Subtotal** $31,776.05
**Estimated Tax Total** $0.00
**Transportation** $1,500.00
* (to be added when order ships)

**Total** $33,276.05

*View Terms of Sale and Return Policy*
CITY OF NORTH POLE 2023 STREET SWEEPING BID FORM

<table>
<thead>
<tr>
<th>Street Sweeping (per time)</th>
<th>Amount in words</th>
<th>Amount in numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sweep all City streets and parking lots</td>
<td>Nineteen Thousand Five Hundred Eighty</td>
<td>19,580.00</td>
</tr>
<tr>
<td>Hourly call-out rate with 2 (two) hour advanced notice</td>
<td>Three Hundred Eighty-Five and 25/20</td>
<td>385.25</td>
</tr>
<tr>
<td>Hourly call-out rate with 4 (four) hour advanced notice</td>
<td>Three Hundred Thirty-Five and 25/20</td>
<td>335.00</td>
</tr>
</tbody>
</table>

List of equipment to be used (Specify size and brand; please type or print)

- Elgin Eagle Mechanical Sweeper Track
- International Tyacco Regenerative Sweeper Track
- Autocar Water Truck, 4000 Gallon
- 9081 HR w/ 10 ft. Angle Broom (Optional)

Bidder Information

Name of Company: Groundhogs, LLC
Address: 925 Ancona Dr.
City, State & ZIP: Fairbanks, AK 99709
Telephone number: (907) 434-4647
Email: groundhogsllc@gmail.com
Authorized individual (type or print): Alex Green

Authorized signature: [signature]

Acknowledgement of Addenda

The undersigned acknowledges receipt of the following Addenda. If no Addenda were received, write the word "None" on the first line.

Addendum number                                              Received by

__________________________________________________________

Signature for "Received by" should be same as "Authorized Individual"